GEMS

INTELLIGENT. INTERACTIVE. INNOVATIVE.

MANUAL BAGI MEMOHON

“CUTI TAHUNAN”

1. Klik *"Self Service"*

Menu

- Self Service
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Discussion Forums

No Discussions available

Sistem Perumahan

Maklumat Kelas Rumah
Maklumat Tuan Punya Rumah
Maklumat Rumah Sewa
Maklumat Penghuni
Menjana Laporan

Welcome to GEMS!

" Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS News

APLIKASI KEHADIRAN GEMS

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja.**

Aplikasi ini akan digunapakai secara percubaan pada **minggu ketiga bulan September 2014**. Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

- **Punat *Punch In* dan *Punch Out***

Ketika Punat ***Punch In*** ditekan maka *Attendance Reasons* - **Datang Kerja** sahaja yang dapat dipilih, ianya adalah bagi maksud:

Ø Mula masuk bertugas sebelah pagi;

Ø Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau

Ø Kembali bertugas disebelah petang.

Ketika Punat ***Punch Out*** ditekan maka *Attendance Reasons* - **Balik Tengahari ; Urusan Rasmi ; Urusan Peribadi ; atau Balik Kerja** boleh dipilih bagi tujuan-tujuan yang berkaitan.

GEMS Help Centre

***Peringatan:**
Membuat permohonan cuti boleh melalui *"Quick Links"* dengan menekan punat *"Request Absence"*

Quick Links

My E-mail	My Calendar
My Payslips	My Benefits
My Performance	My Learning
My Careers	My Reports
My Surveys	My Time & Attendance
Team Learning	Request Absence
My Exam Results	Induction Documents Checklist

My Leave Balance

Absence Balances as of 31/10/2016

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/10/2016. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

Menu

- Self Service
  - Room Booking
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
  - Dasar Keselamatan Data GEMS
  - Verify Employee Information
  - Induction Documents Checklist
  - Review Transactions
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Self Service

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcript.

2. Klik "*Time Reporting*"

Room Booking
Room Booking
- Make Room Booking
- View Room Booking
- View Room Information

Dasar Keselamatan Data GEMS
Dasar Keselamatan Data GEMS

Verify Employee Information
Verify Employee Information

Induction Documents Checklist
Induction document checklist of employee

Review Transactions
Review transactions that you submitted for approval

Time Reporting
Report and review your time, schedules, request absences and more.
- Report Time
- View Time

Personal Information
Review and update your personal information.
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- 5 More...

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
- E-Payslip Summary Page

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
- Claim/Application Request
- Dependent Information
- Benefits Information
- Dependents and Beneficiaries

Learning and Development
Add or review information about profiles of skills and competencies, interest lists, training and development.
- My Profile
- My Job Profiles

Learning
View and maintain learning records and objectives, and browse and search the learning catalog.
- BCS Exam result
- Submit Travel Arrangements
- View Travel Arrangements
- 5 More...

Performance Management
Access your performance and development documents, and evaluations you have done for others.
- My Performance Documents
- Other's Performance Documents

Recruiting Activities
Recruiting Activities
- Careers
- Interview Evaluations
- Interview Calendar
- Interview Team Schedule

Attendance
- On-Line Submission Page

Menu

- Self Service
  - Room Booking
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
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  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
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- My Personalizations
- My System Profile

Time Reporting

Report and review your time, schedules, request absences and more.

Report Time
Report your time and request planned overtime and absences.
Request Absence

3. Klik ***"Report Time"***

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.
Monthly Schedule
Absence Request History
Absence Balances

Menu

- Self Service
  - Room Booking
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  - Personal Information
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- Content Management
- Reporting Tools
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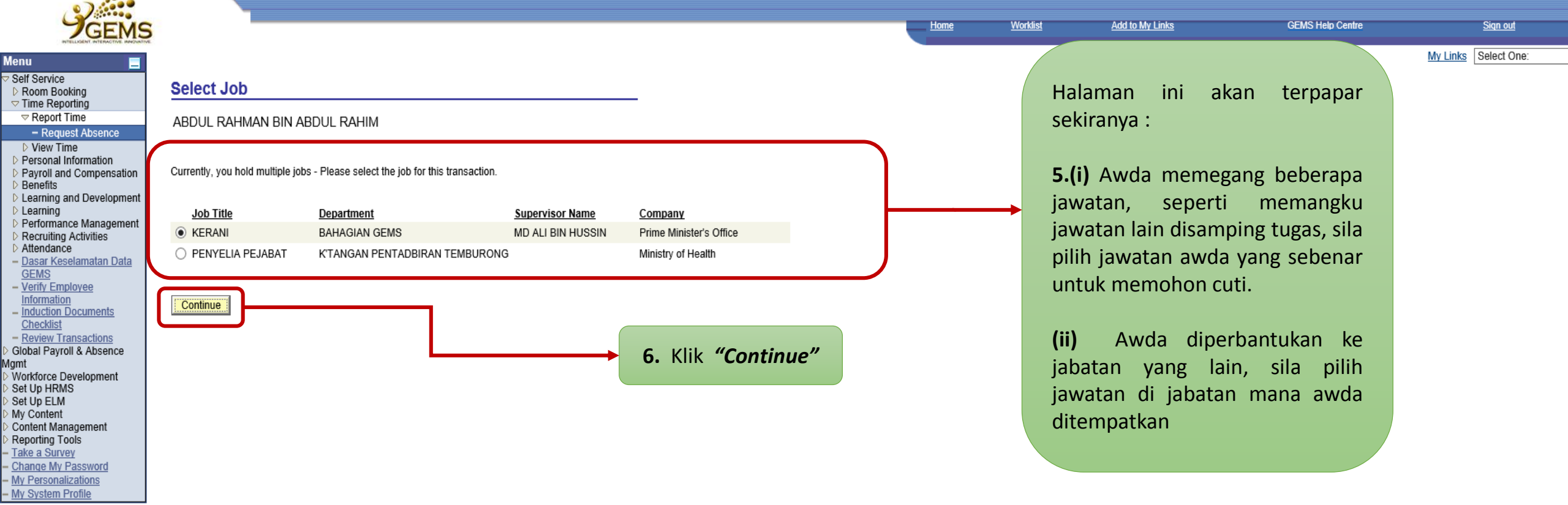
- Change My Password
- My Personalizations
- My System Profile

Report Time

Report your time and request planned overtime and absences.

Request Absence
Request an absence.

4. Klik ***"Request Absence"***

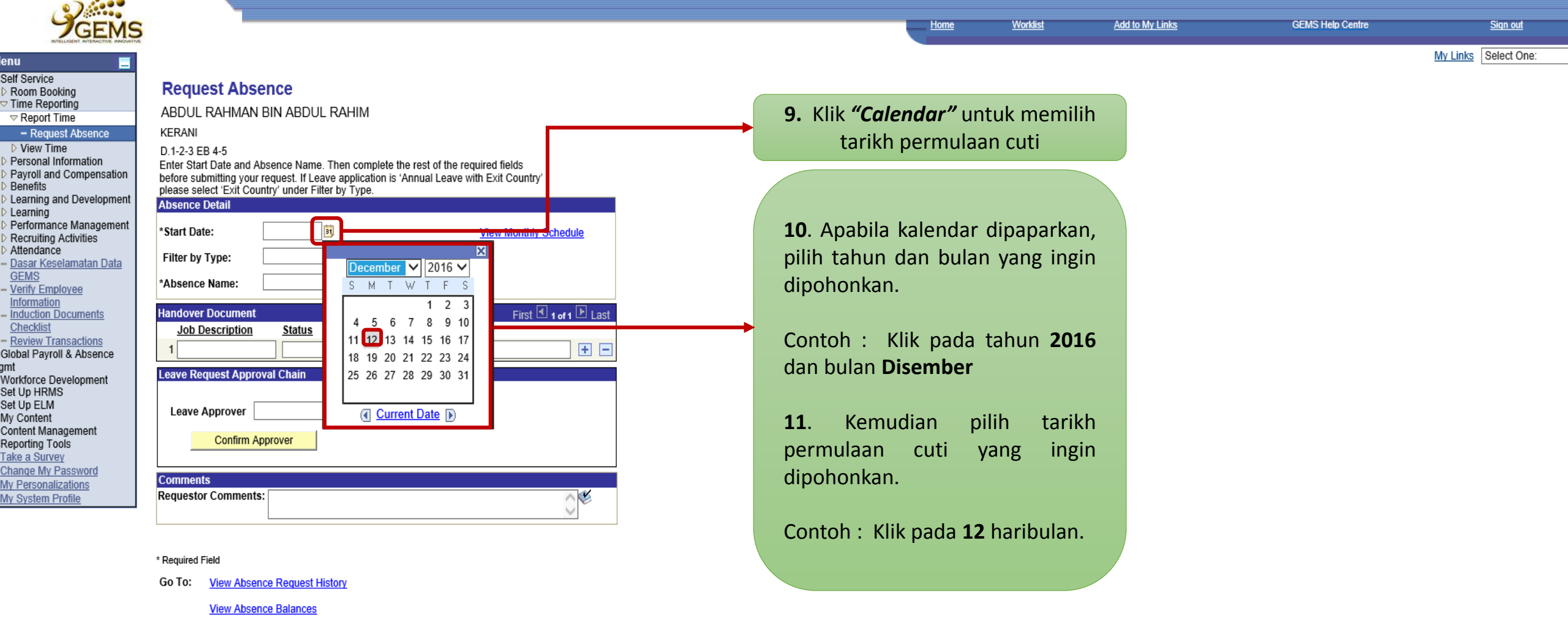


Halaman ini akan terpapar sekiranya :

5.(i) Awda memegang beberapa jawatan, seperti memangku jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

(ii) Awda diperbantukan ke jabatan yang lain, sila pilih jawatan di jabatan mana awda ditempatkan

6. Klik ***"Continue"***



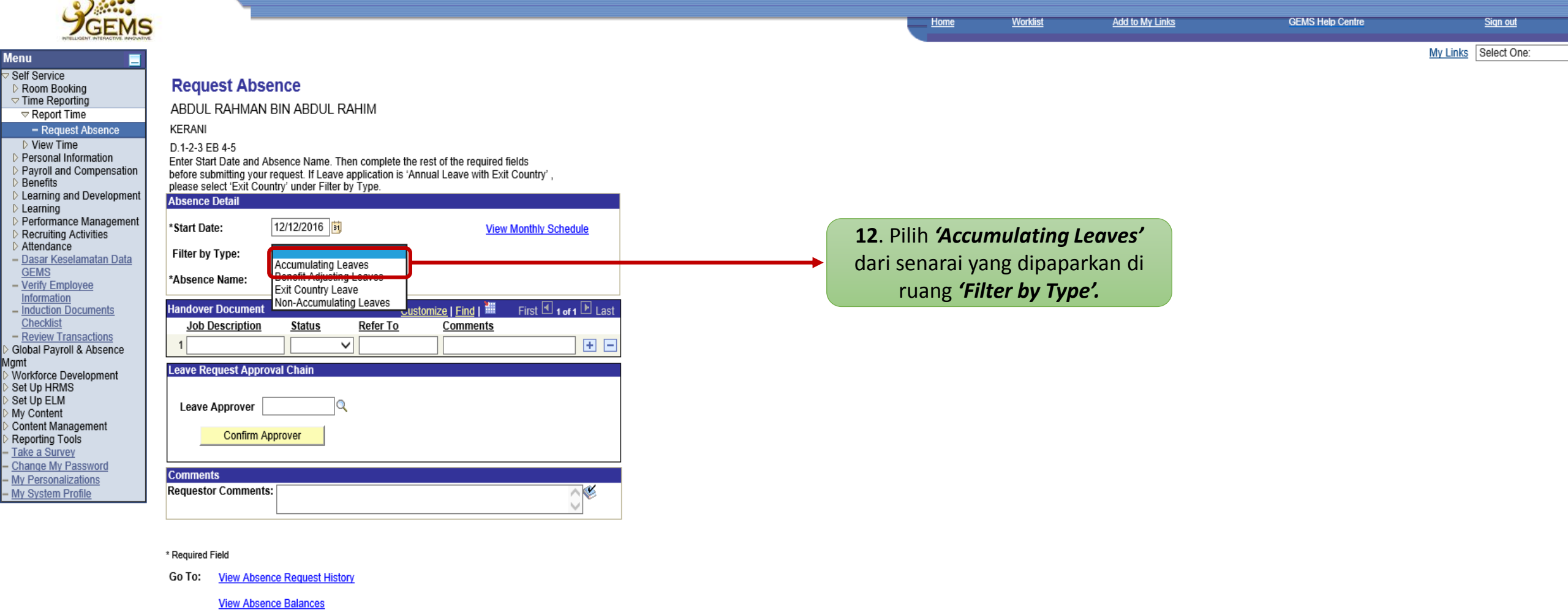
9. Klik ***"Calendar"*** untuk memilih tarikh permulaan cuti

10. Apabila kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

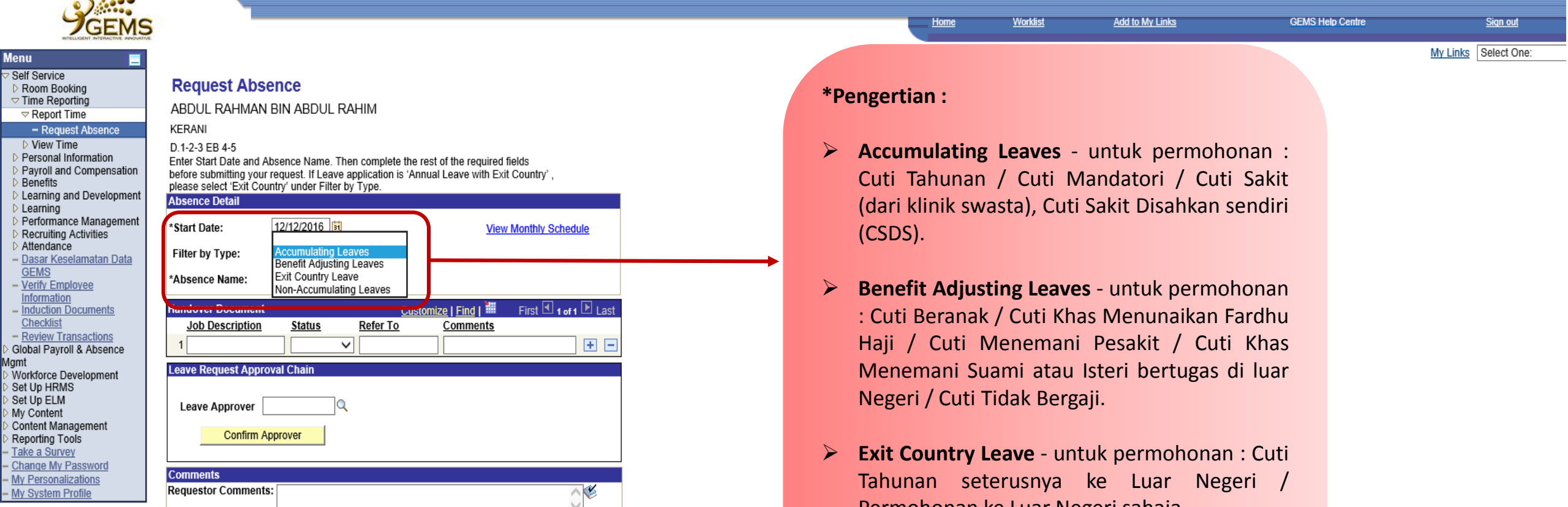
Contoh : Klik pada tahun **2016** dan bulan **Disember**

11. Kemudian pilih tarikh permulaan cuti yang ingin dipohonkan.

Contoh : Klik pada **12** haribulan.



12. Pilih ***'Accumulating Leaves'*** dari senarai yang dipaparkan di ruang ***'Filter by Type'.***



***Pengertian :**

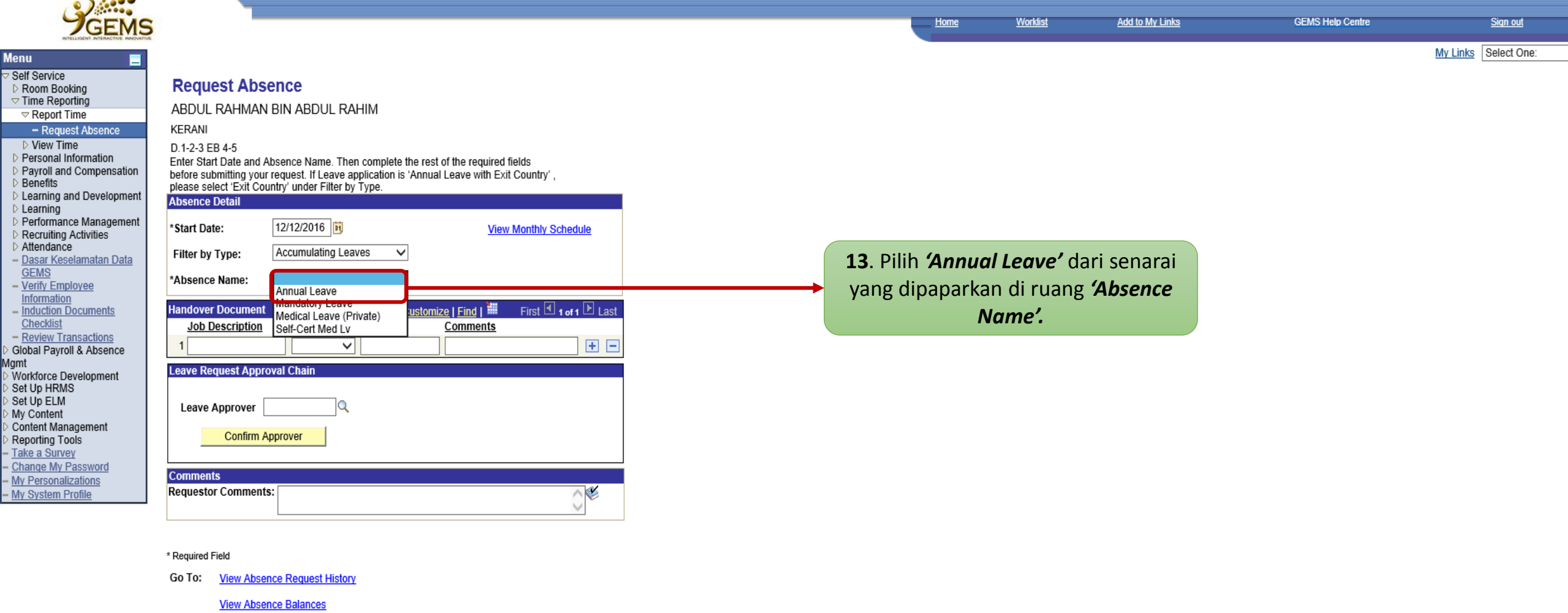
- **Accumulating Leaves** - untuk permohonan : Cuti Tahunan / Cuti Mandatori / Cuti Sakit (dari klinik swasta), Cuti Sakit Disahkan sendiri (CSDS).

- **Benefit Adjusting Leaves** - untuk permohonan : Cuti Beranak / Cuti Khas Menunaikan Fardhu Haji / Cuti Menemani Pesakit / Cuti Khas Menemani Suami atau Isteri bertugas di luar Negeri / Cuti Tidak Bergaji.

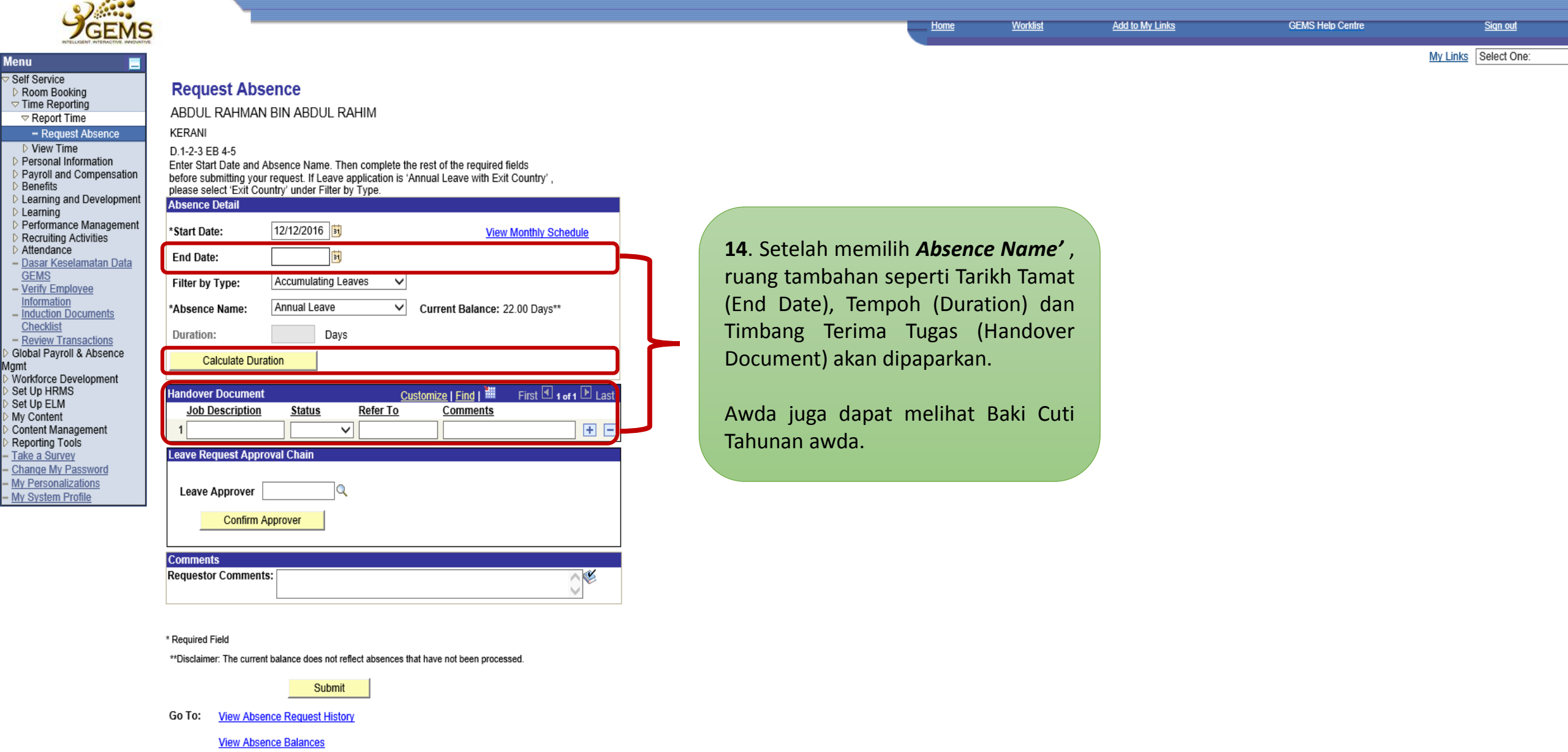
- **Exit Country Leave** - untuk permohonan : Cuti Tahunan seterusnya ke Luar Negeri / Permohonan ke Luar Negeri sahaja.

- **Non-Accumulating Leaves** - untuk permohonan : Cuti Sakit daripada Klinik Kerajaan / Off-In-Lieu/Cuti Batuk Kering/Cuti Tanpa Catat.

Awda boleh memilih jenis cuti yang ingin dipohonkan di ruangan ***"Filter by Type".*** Setiap cuti yang awda pilih akan mempunyai pelbagai nama cuti di ruangan ***"Absence Name"***

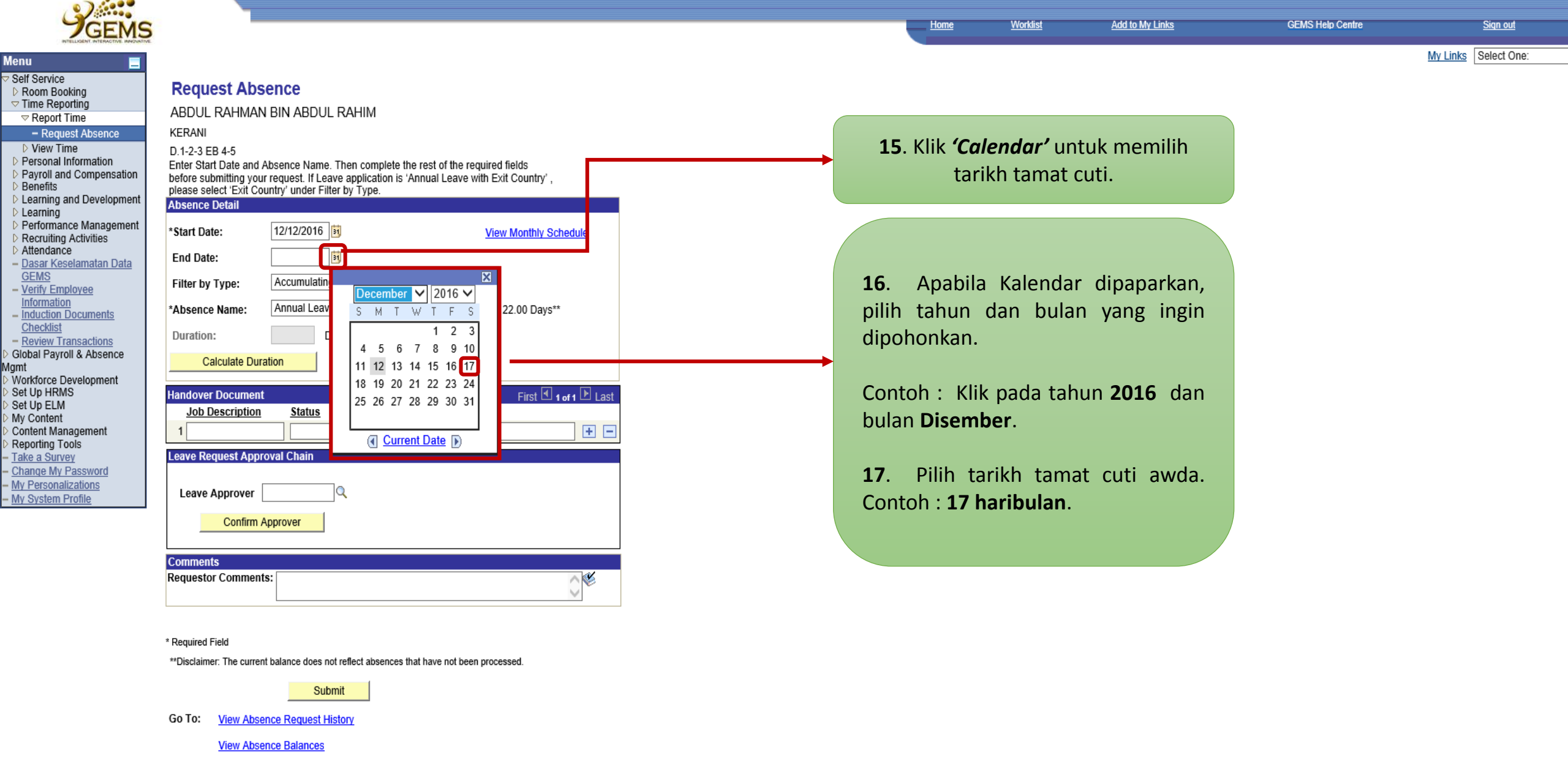


13. Pilih ***'Annual Leave'*** dari senarai yang dipaparkan di ruang ***'Absence Name'.***



14. Setelah memilih ***Absence Name'*** , ruang tambahan seperti Tarikh Tamat (End Date), Tempoh (Duration) dan Timbang Terima Tugas (Handover Document) akan dipaparkan.

Awda juga dapat melihat Baki Cuti Tahunan awda.

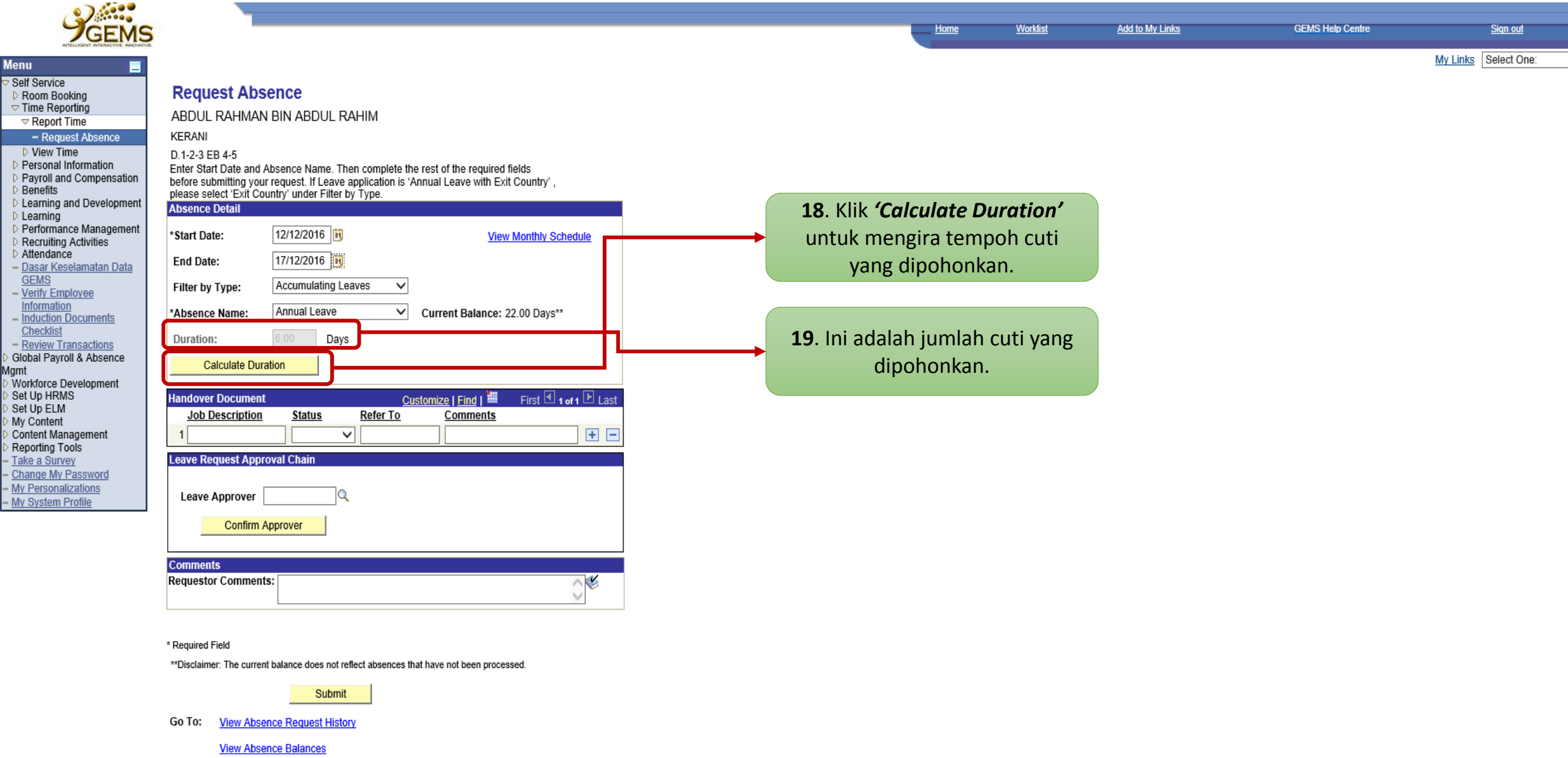


15. Klik ***'Calendar'*** untuk memilih tarikh tamat cuti.

16. Apabila Kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

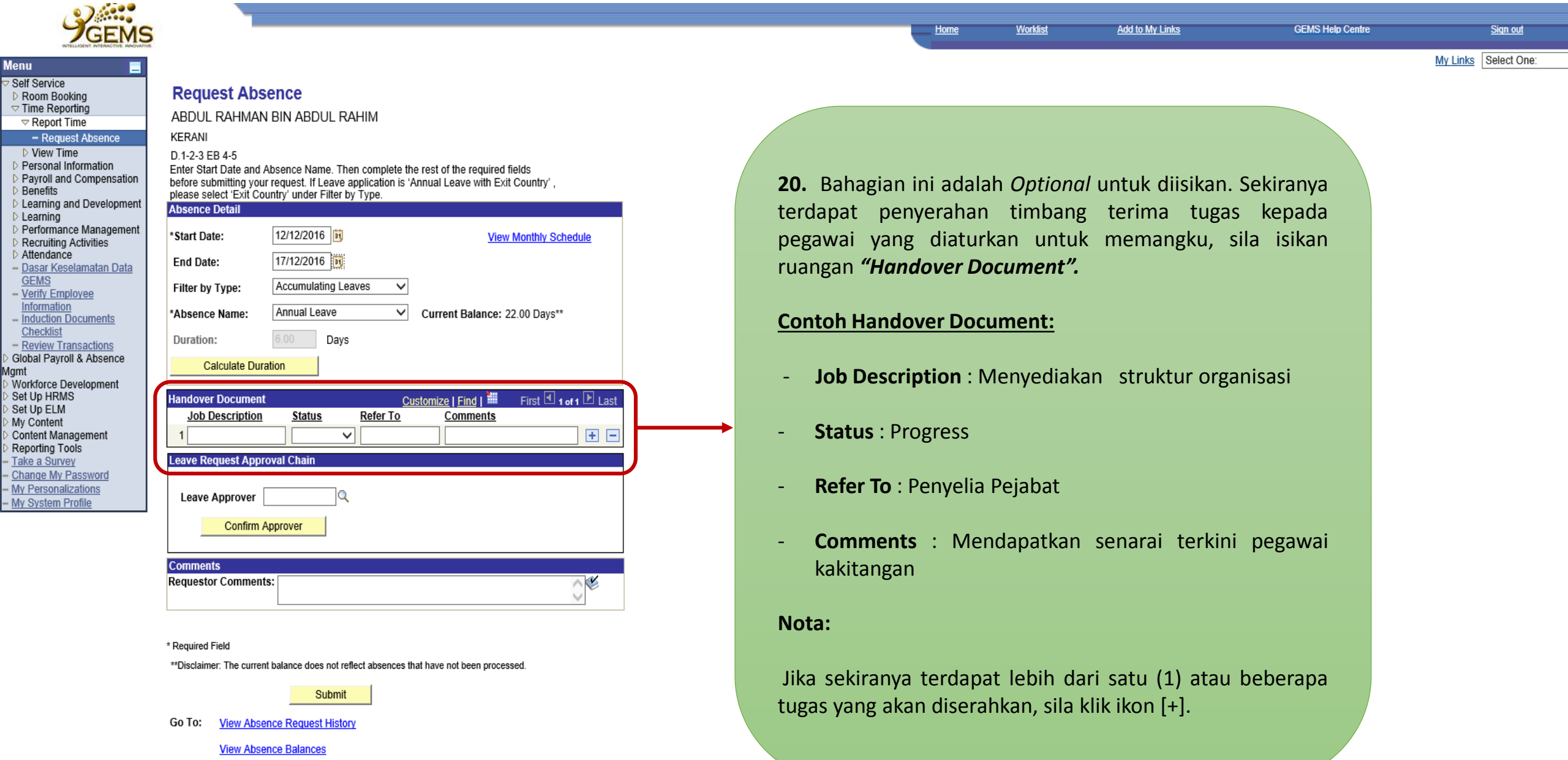
Contoh : Klik pada tahun **2016** dan bulan **Disember**.

17. Pilih tarikh tamat cuti awda. Contoh : **17 haribulan**.



18. Klik ***'Calculate Duration'*** untuk mengira tempoh cuti yang dipohonkan.

19. Ini adalah jumlah cuti yang dipohonkan.



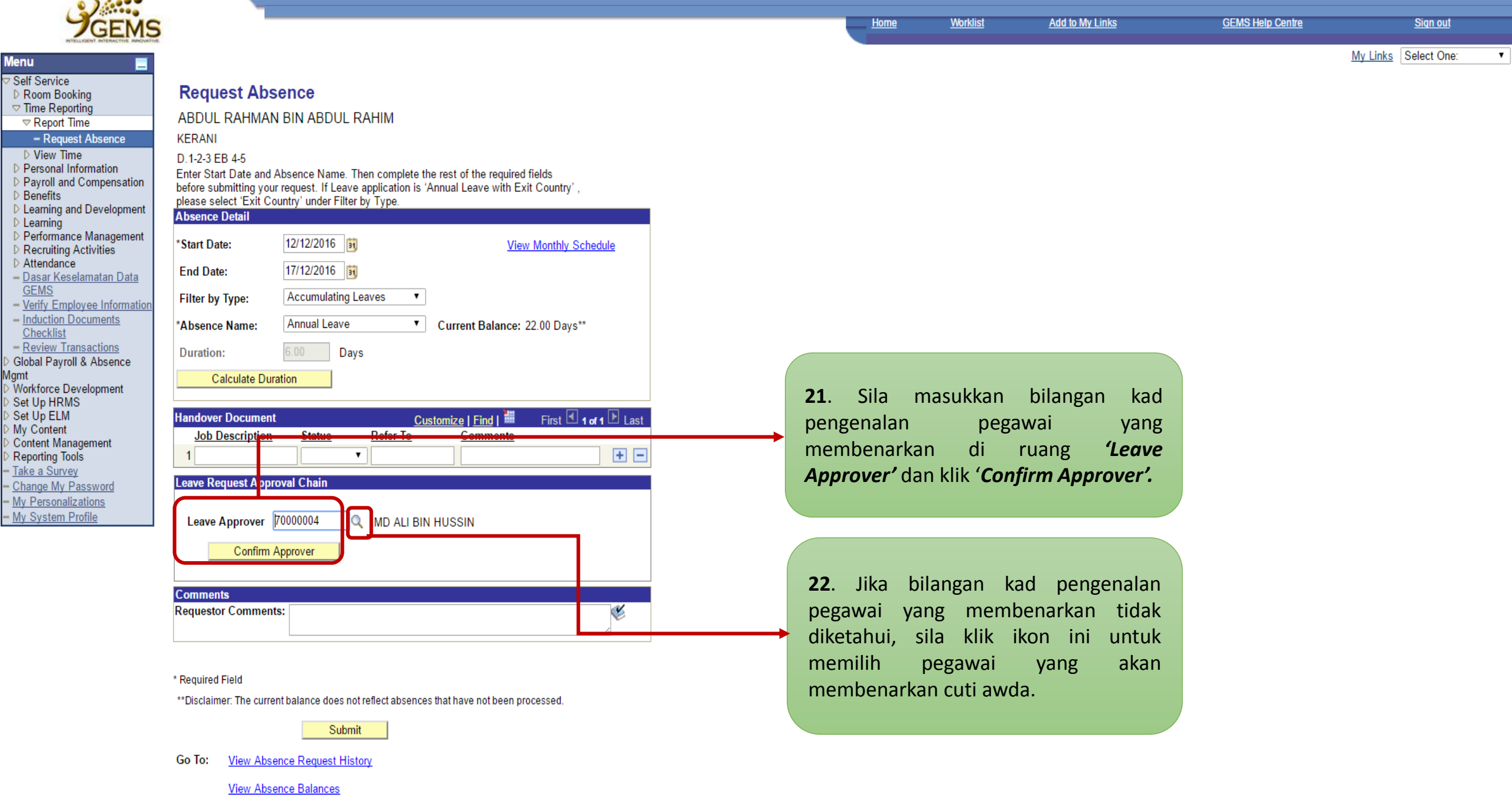
20. Bahagian ini adalah *Optional* untuk diisikan. Sekiranya terdapat penyerahan timbang terima tugas kepada pegawai yang diaturkan untuk memangku, sila isikan ruangan ***"Handover Document".***

Contoh Handover Document:

- **Job Description** : Menyediakan struktur organisasi
- **Status** : Progress
- **Refer To** : Penyelia Pejabat
- **Comments** : Mendapatkan senarai terkini pegawai kakitangan

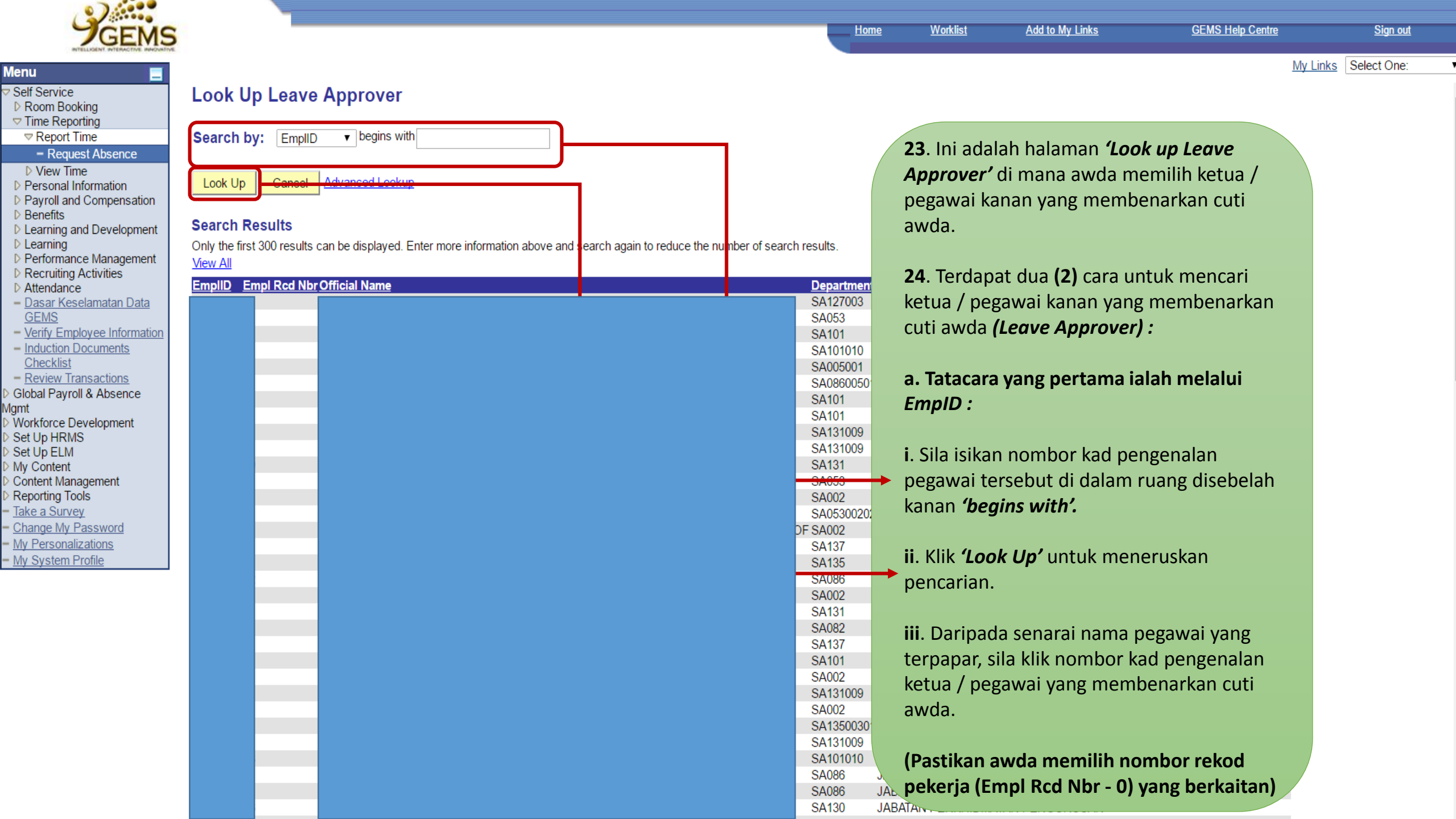
Nota:

Jika sekiranya terdapat lebih dari satu (1) atau beberapa tugas yang akan diserahkan, sila klik ikon [+].



21. Sila masukkan bilangan kad pengenalan pegawai yang membenarkan di ruang ***'Leave Approver'*** dan klik ***'Confirm Approver'.***

22. Jika bilangan kad pengenalan pegawai yang membenarkan tidak diketahui, sila klik ikon ini untuk memilih pegawai yang akan membenarkan cuti awda.



23. Ini adalah halaman ***'Look up Leave Approver'*** di mana awda memilih ketua / pegawai kanan yang membenarkan cuti awda.

24. Terdapat dua **(2)** cara untuk mencari ketua / pegawai kanan yang membenarkan cuti awda ***(Leave Approver) :***

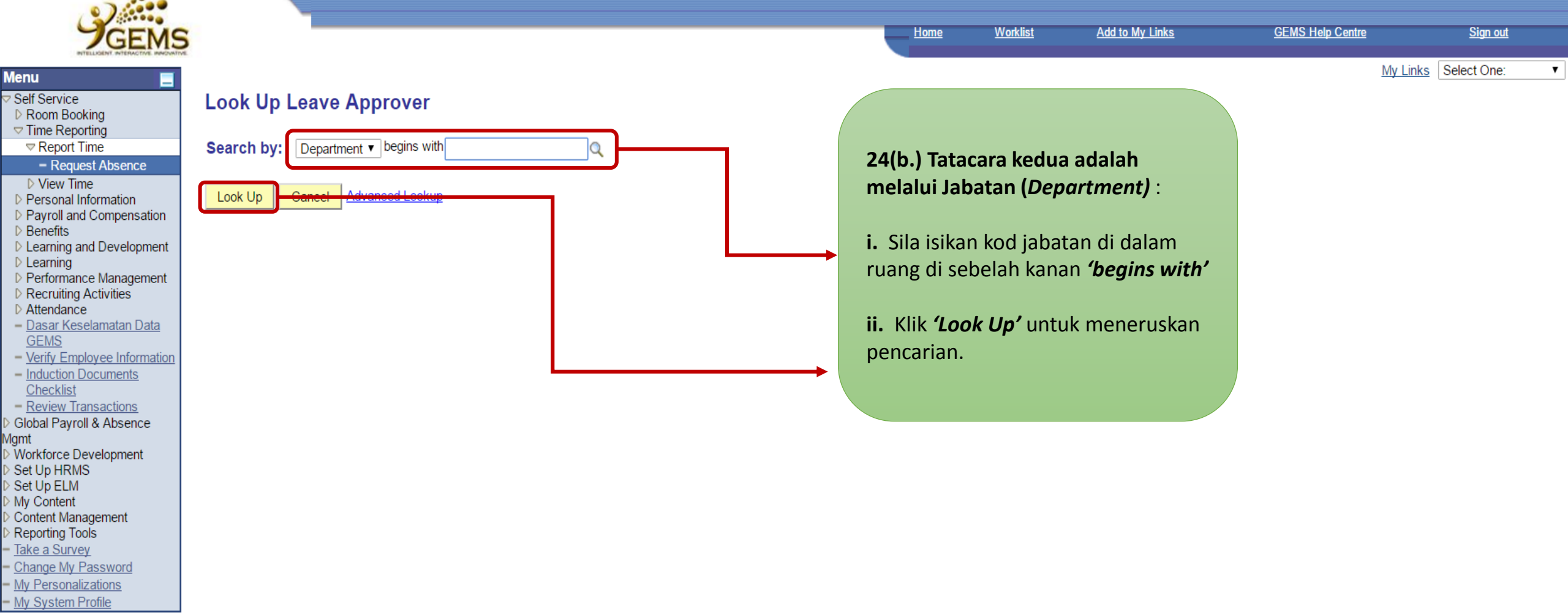
a. Tatacara yang pertama ialah melalui *EmpID :*

i. Sila isikan nombor kad pengenalan pegawai tersebut di dalam ruang disebelah kanan ***'begins with'.***

ii. Klik ***'Look Up'*** untuk meneruskan pencarian.

iii. Daripada senarai nama pegawai yang terpapar, sila klik nombor kad pengenalan ketua / pegawai yang membenarkan cuti awda.

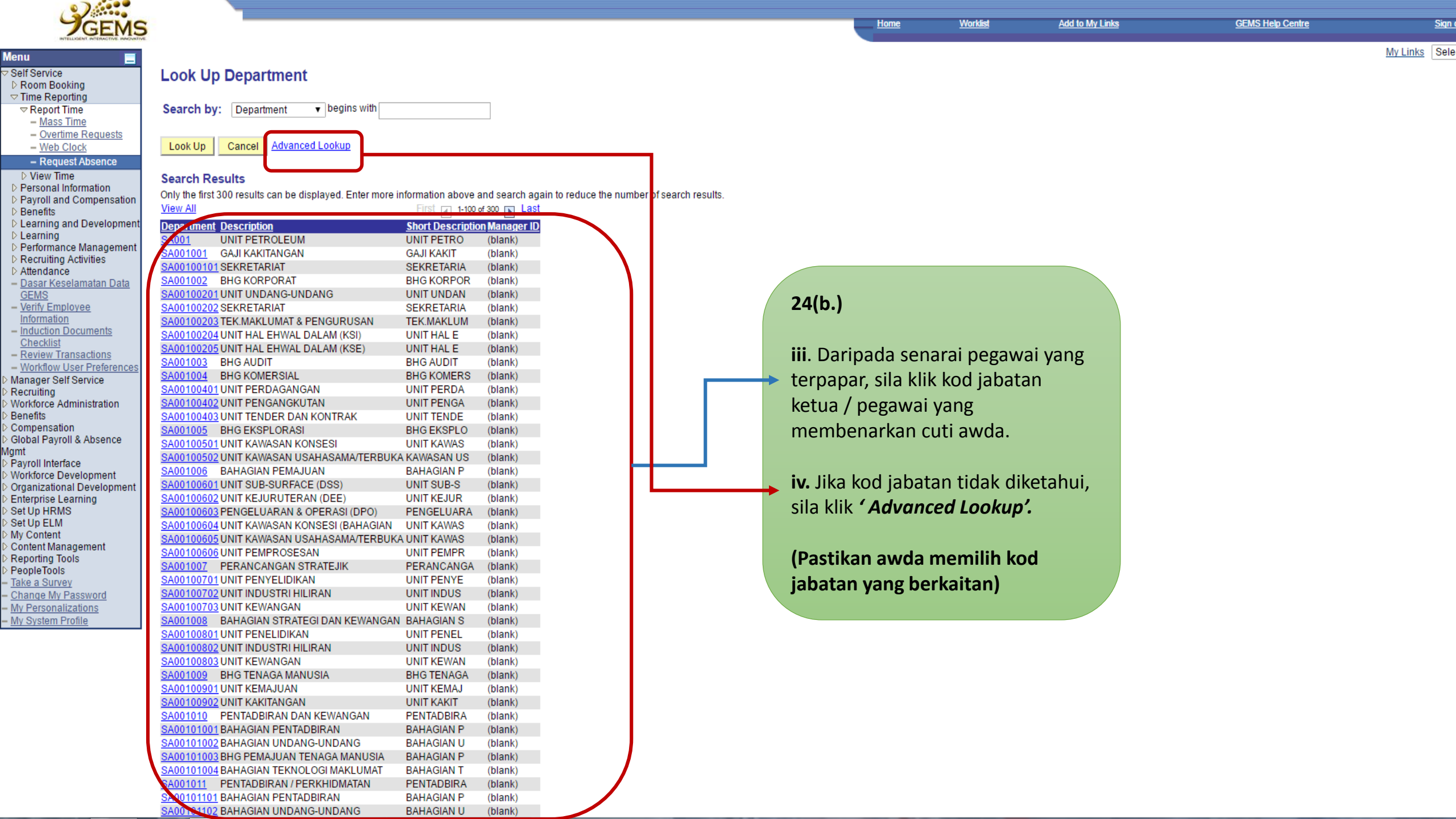
(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr - 0) yang berkaitan)



24(b.) Tatacara kedua adalah melalui Jabatan (*Department*) :

i. Sila isikan kod jabatan di dalam ruang di sebelah kanan ***'begins with'***

ii. Klik ***'Look Up'*** untuk meneruskan pencarian.



24(b.)

iii. Daripada senarai pegawai yang terpapar, sila klik kod jabatan ketua / pegawai yang membenarkan cuti awda.

iv. Jika kod jabatan tidak diketahui, sila klik ***'Advanced Lookup'.***

(Pastikan awda memilih kod jabatan yang berkaitan)

Look Up Leave Approver

Search by: Department ▾ begins with SA127

Look Up | Cancel | Advanced Lookup

25. Sila isikan kod jabatan di dalam ruang di sebelah kanan ***'begins with'.***

26. Klik ***'Look Up'*** untuk meneruskan pencarian.

Search Results

View All

First 1-100 of 132 Last

Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127	[redacted]	[redacted]	[redacted]	JABATAN PERKHIDMATAN AWAM
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
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SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127001	[redacted]	[redacted]	[redacted]	PEJABAT KETUA PENGARAH
SA127002	[redacted]	[redacted]	[redacted]	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	[redacted]	[redacted]	[redacted]	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	[redacted]	[redacted]	[redacted]	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	[redacted]	[redacted]	[redacted]	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003	[redacted]	[redacted]	[redacted]	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN

Look Up Leave Approver

27. Daripada senarai pegawai yang terpapar, sila klik kod Ketua Jabatan / Pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja *(Empl Rcd Nbr -0)* yang berkaitan.)

Search by: Department ▾ begins with SA

Look Up | Cancel | Advanced Lookup

Search Results

View All

First 1-100 of 132 Last

Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
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SA127				JABATAN PERKHIDMATAN AWAM
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
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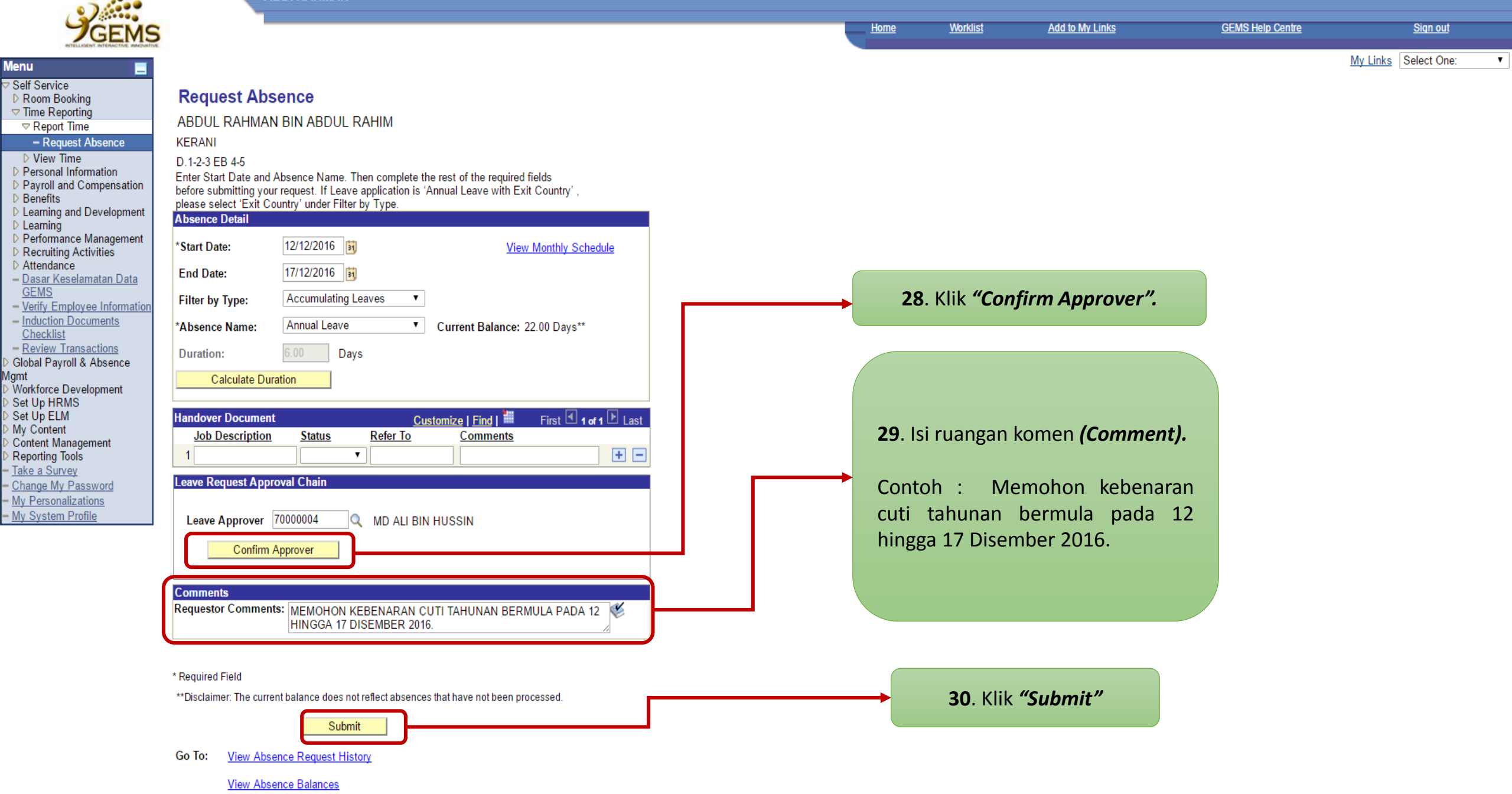
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003				BAHAGIAN PEMBANGUNAN DAN PENGURUSAN

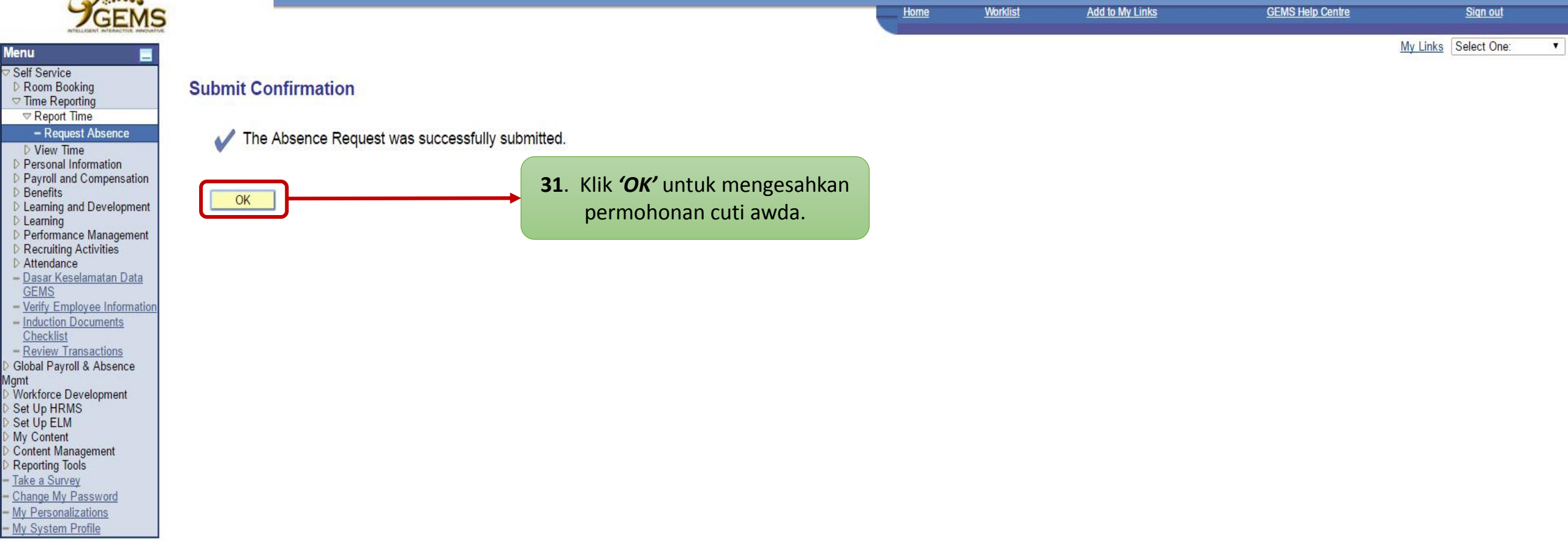


28. Klik ***"Confirm Approver".***

29. Isi ruangan komen ***(Comment).***

Contoh : Memohon kebenaran cuti tahunan bermula pada 12 hingga 17 Disember 2016.

30. Klik ***"Submit"***



31. Klik ***'OK'*** untuk mengesahkan permohonan cuti awda.

Request Details

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

View Request Status and Approval Details

Details

Start Date:	12/12/2016		
End Date:	17/12/2016		
Absence Name:	Annual Leave	**Current Balance:**	22.00 Days**
Duration:	6.00 Days		

Handover Document Customize | Find | First 1 of 1 Last

Job Description	Status	Refer To	Comments
1			

Workflow

Status: Submitted

BCS Absence_Mgmt_ByPosMgmt

Absence Management: Pending

BCS Absence_Mgmt_ByPosMgmt

Pending

MD ALI BIN HUSSIN
Leave Request Approver

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: Request Absence

View Absence Request History

View Absence Balances

32. (i) Status menunjukkan permohonan cuti awda telah dihadapkan.

(ii) Awda akan menerima status permohonan awda melalui emel.